

The Air Force Global Logistics Support Center

“Global Logistics – Warfighter Focus”

DODAAC WEB MANAGEMENT SYSTEM PROCESSES



Judith L Oldham
AFGLSC/401 SCMS
23-24 AUG 2011



SEARCH
DODAACREQUEST
DODAACCHANGE
DODAACDELETE
DODAACVALIDATE
DODAAC**AIR FORCE DODAAC WEB
MANAGEMENT SYSTEM**The Department of Defense
ActivityAddress Code (DoDAAC) is a
sixposition code that uniquely
identifies a unit, activity, or
organization that has the
authority to requisition and/or
receive materiel. Using our
new Web Based Management
Systemyou will be able to request a
newDODAAC, change an existing
DODAAC or delete a canceled
DODAAC. The system will also
provide the ability to complete
the annual validation of all Air
Force DODAACs through an
automated system.**BUSINESS PARTNER NUMBE
R (BPN)WEB MANAGEMENT
SYSTEM****REQUEST TRACKER**Enter the **request tracking number** or the **requesting email address** to view
the status of the request.[VIEW STATUS](#)**SUBMIT FEEDBACK**[Click here](#) to submit comments, generate a problem report or request a new
system requirement. To request DODAAC adds, changes, or deletes, please use the
buttons immediately following the "Search DODAAC" button above.**MESSAGE CENTER****25-JUL-11** DUE TO RECENT US Customs clearance issues WITH US PROPERTY
BEING SHIPPED FROM OCONUS TO CONUS repair CONTRACTORS, HQ AIR FORCE
requires a TAC 2 address with the first line to read: USAF Property CO (contractor).**19-JUL-10** ATTENTION CONTRACTING OFFICERS: Be advised, when your new
contractor DoDAAC is established, there is a series of instructions depending on
the type of contract involved. This information is included in the Approved by
Service Point comment box. If you do not see this information, please let us know.
See 01 Mar 10 Message.**29-JUN-10** IT IS AN AIR FORCE REGULATION THAT ONLY WARRANTED AF
CONTRACTING OFFICERS MAY ADD, CHANGE OR DELETE AF CONTRACTOR
DODAACs. PLEASE NOTE: THIS MAY NOT BE DELEGATED.**01-MAR-10** WHERE IS MY DODAAC REQUEST?? Check status in the Request
Tracker (above). Enter your tracking number or your e-mail address to see the
status.



DODAAC

WEB MANAGEMENT SYSTEM

SEARCH DODAAC  REQUEST DODAAC  CHANGE DODAAC  DELETE DODAAC  VALIDATE DODAAC 

You can use a % for wild cards...[MORE SEARCH TIPS](#) [BPN SEARCH](#)

DODAAC	begins with ▼	<input type="text"/>
Address Type	begins with ▼	<input type="text"/>
Zip Code	begins with ▼	<input type="text"/>
Address Line 1	contains ▼	<input type="text"/>
Address Line 2	contains ▼	<input type="text"/>
Address Line 3	contains ▼	<input type="text"/>
Address Line 4	contains ▼	<input type="text"/>
WPOD	begins with ▼	<input type="text"/>
APOD	begins with ▼	<input type="text"/>
RI	begins with ▼	<input type="text"/>
Command Code	begins with ▼	<input type="text"/>
CCP/BBP	begins with ▼	<input type="text"/>
Country Code	begins with ▼	<input type="text"/>
Term Date	begins with ▼	<input type="text"/>

VIEW SEARCH RESULTS

EXPORT RESULTS TO EXCEL



DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



SEARCH RESULTS

<p>DODAAC: FB5000</p> <p>Address Type: 1</p> <p>Address Line 1: FB5000 673 LRS LGMR</p> <p>Address Line 2: 5257 FINLETTER AVE</p> <p>Address Line 3: JBER AK 99506-4406</p> <p>Address Line 4:</p> <p>Zip Code: 99506-4406</p>	<p>WPOD:</p> <p>APOD:</p> <p>BBP/CCP:</p> <p>RIC: DL2,FL2</p> <p>Command Code: 0R</p> <p>Country Code: US</p> <p>Term Date:</p>
<p>DODAAC: FB5000</p> <p>Address Type: 2</p> <p>Address Line 1: FB5000 673 LRS LGMR</p> <p>Address Line 2: CP 907 552 3577</p> <p>Address Line 3: 5257 FINLETTER AVE</p> <p>Address Line 4: JBER AK 99506</p> <p>Zip Code: 99506</p>	<p>WPOD: YC6</p> <p>APOD: EDF</p> <p>BBP/CCP: W62N2A</p> <p>RIC: DL2,FL2</p> <p>Command Code: 0R</p> <p>Country Code: US</p> <p>Term Date:</p>
<p>DODAAC: FB5000</p> <p>Address Type: 3</p> <p>Address Line 1: ACCTG DISB STA NR 667100</p> <p>Address Line 2: DFAS LI JAQBDD</p> <p>Address Line 3: 27 ARKANSAS RD</p> <p>Address Line 4: LIMESTONE ME 04751-6216</p> <p>Zip Code: 04751-6216</p>	<p>WPOD:</p> <p>APOD:</p> <p>BBP/CCP:</p> <p>RIC: DL2,FL2</p> <p>Command Code:</p> <p>Country Code:</p> <p>Term Date:</p>



DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAACREQUEST
DODAACCHANGE
DODAACDELETE
DODAACVALIDATE
DODAAC

DODAAC REQUEST

Please choose the type of DODAAC you are requesting:

AIR FORCE DODAAC

- [CONUS REQUEST](#) (Includes Canada)
- [OCONUS REQUEST](#) (Includes Alaska, Hawaii, Puerto Rico)

CONTRACTOR DODAAC (BEGINS WITH E)

YOU MUST BE A WARRANTED AIR FORCE CONTRACTING OFFICER (ACO, PCO or DCM) TO REQUEST A CONTRACTOR DODAAC.

BY ENTERING THIS SITE YOU CERTIFY YOU ARE A WARRANTED AIR FORCE CONTRACTING OFFICER AND HAVE NOT DELEGATED THIS REQUEST TO A SUBORDINATE. PLEASE NOTE: DELEGATING AUTHORITY TO REQUEST A CONTRACTOR DODAAC TO ANYONE NOT WARRANTED AS AN ACO/PCO/DCM CONSTITUTES A VIOLATION OF AFI 24-230 AND WILL REQUIRE THE SERVICE POINT TO IMMEDIATELY DELETE EITHER THE REQUEST OR THE DODAAC IF ONE IS ASSIGNED.

- [CONUS CONTRACTOR REQUEST](#)
- [CANADIAN CONTRACTOR REQUEST](#)
- [OCONUS CONTRACTOR REQUEST](#) (Includes Alaska, Hawaii, Puerto Rico)

NOTICE TO ALL REQUESTERS

IF YOU NEED A SPECIFIC DODAAC NUMBER AND/OR RIC REINSTATED, PLEASE INDICATE THIS INFORMATION IN YOUR JUSTIFICATION ALONG WITH YOUR JUSTIFICATION TO ALLOW FOR A TIMELY RESPONSE TO YOUR REQUEST

[SEARCH
DODAAC](#)[REQUEST
DODAAC](#)[CHANGE
DODAAC](#)[DELETE
DODAAC](#)[VALIDATE
DODAAC](#)

DODAAC REQUEST

Please choose the type of DODAAC you are requesting:

AIR FORCE DODAAC



- [CONUS REQUEST](#) (Includes Canada)
- [OCONUS REQUEST](#) (Includes Alaska, Hawaii, Puerto Rico)

CONTRACTOR DODAAC (BEGINS WITH E)

YOU MUST BE A WARRANTED AIR FORCE CONTRACTING OFFICER (ACO, PCO or DCM) TO REQUEST A CONTRACTOR DODAAC.

BY ENTERING THIS SITE YOU CERTIFY YOU ARE A WARRANTED AIR FORCE CONTRACTING OFFICER AND HAVE NOT DELEGATED THIS REQUEST TO A SUBORDINATE. PLEASE NOTE: DELEGATING AUTHORITY TO REQUEST A CONTRACTOR DODAAC TO ANYONE NOT WARRANTED AS AN ACO/PCO/DCM CONSTITUTES A VIOLATION OF AFI 24-230 AND WILL REQUIRE THE SERVICE POINT TO IMMEDIATELY DELETE EITHER THE REQUEST OR THE DODAAC IF ONE IS ASSIGNED.

- [CONUS CONTRACTOR REQUEST](#)
- [CANADIAN CONTRACTOR REQUEST](#)
- [OCONUS CONTRACTOR REQUEST](#) (Includes Alaska, Hawaii, Puerto Rico)

NOTICE TO ALL REQUESTERS

IF YOU NEED A SPECIFIC DODAAC NUMBER AND/OR RIC REINSTATED, PLEASE INDICATE THIS INFORMATION IN YOUR JUSTIFICATION ALONG WITH YOUR JUSTIFICATION TO ALLOW FOR A TIMELY RESPONSE TO YOUR REQUEST

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



AIR FORCE CONUS DODAAC REQUEST FORM - STEP 1 OF 2

Office Symbol:

Name:

E-mail Address:


DSN:

FAX DSN:

Major Command:

Type of Account: 

JUSTIFICATION: Why needed, and assurance that this will not represent a duplication of existing capability which could be used. For FY account, please identify the account number which will be used for requisitioning.

Will account require a routing identifier code? 



DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



Major Command:

--- SELECT MAJCOM ---

- A5J
- ACC
- AETC
- AFCENT
- AFCESA
- AFDW
- AFGSC
- AFISR
- AFMC
- AFMOA
- AFMC
- AFOSI
- AFRC
- AFSOC
- AFSPC
- AFSVA
- AFTAC
- AIR STAFF
- AMC
- ANG
- CENTCOM
- DEFAS
- JCSE
- NORTHCOM*
- PACAF
- SOCOM
- STRACTOM
- USAFA
- USAFE

DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



Type of Account:

-- SELECT ACCOUNT TYPE --



- FA - Administrative
- FB - Base Supply
- FC - Civil Engineering
- FD - ALC Depot
- FE - Base Equipment
- FF - Services
- FG - Satellites No Access to SBSS
- FH - Civil Engineering Hazardous Waste Tracking
- FJ - Engines
- FK - Munitions (Non-CAS)
- FL - Library
- FM - Medical
- FN - Specialty (Reportable) Special Equipment/Classified Mission
- FP - Fuels
- FR - Reclamation & Demilitarization
- FS - Centralized Clothing
- FT - Commissary
- FU - Computers (ITAMS)
- FV - Munitions (CAS System)
- FW - Weapons Supporting - Special Weapon Systems
- FX - Unique (Non Reportable) Prior Approval required from Air Staff (A4LM)
- FY - Supplemental Ship-to Only Requisitioning DoDAAC required in justification
- JM - NGA National Geodesic and Intelligence Agency (FLIPS, maps, charts, etc.)

DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAACREQUEST
DODAACCHANGE
DODAACDELETE
DODAACVALIDATE
DODAAC

DODAAC HELP - AIR FORCE ACCOUNT TYPE DEFINITIONS

		KEY: SB = Stock Balance CR = Consumption Reporting
FA	Administrative	FA DODAACs are assigned to contracting offices to use as the beginning of any new awarded AF contracts. They may also be assigned to units in need of other Services' Technical Orders and may be used by any Air Force organization as a paper trail for auditing purposes. FA DODAACs are not be used to requisition or ship any property that will generate any kind of a bill.
FB	Base Supply	FB DODAACs are assigned to both military and contractor operated base supply organizations. FB accounts are designated as Base Supply and may only be assigned when the requesting unit is physically located and has direct access to the Standard Base Supply System (SBSS)--AF owned, or to a contingency operation that is functioning as a Base Supply in the AOR. These accounts are for requisitioning and/or shipping and may be used to the turn in of HazMet materials. They will have an assigned Accounting Disbursement Station Number (ADSN) for their TAC 3 and a Routing Identifier Code (RIC).
FC	Civil Engineering	FC DODAACs are assigned to AF organizations in support of the Civil Engineer Materiel Acquisition System (CEMAS). These accounts are for requisitioning and/or shipping for Civil Engineering property. They will have an assigned Accounting Disbursement Station Number (ADSN) for their TAC 3.
FD	ALC Depots	FD DODAACs are assigned to Air Force Depot storage facilities. They are used to track AF assets/inventory only. They may not be used to requisition or ship to another location. They are used as a supplementary address only. The requisitioning DODAAC is usually the bases' FB so any transportation charges are paid via the TAC 3. FD DODAACs will not be assigned a TAC 3.
FE	Base Equipment	FE DODAACs are assigned to both military and contractor operated base supply organizations. FE accounts are designated as Base Equipment and may only be assigned when the requesting unit is physically located and has direct access to the Standard Base Supply System (SBSS)--AF owned, or to a contingency operation that is functioning as a Base Equipment in the AOR. These accounts are for requisitioning and/or shipping. They will have an assigned Accounting Disbursement Station Number (ADSN) for their TAC 3.
FF	Services	FF DODAACs are assigned to Air Force organizations for formal accounting records, requisitioning, shipping and transportation, and billing for nonappropriated and appropriated funds, including the requisitioning of surplus property
FG	Satellites - No access to SBSS	FG DoDAACs are assigned when used for system designators "B" and "C" satellites to a host SBSS. This type DoDAAC will require a TAC 3 (ADSN).
FH	Civil Engineering Hazardous Waste Tracking	FH DoDAACs will be issued to allow the separation of stockfund and non-stockfund DoDAACs specifically to turn in and track hazardous waste materials for DEAMS. SBSS will continue to use their FB to track their HAZMAT. This type DoDAAC needs a TAC 3 (ADSN) for payment tracking.

DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAACREQUEST
DODAACCHANGE
DODAACDELETE
DODAACVALIDATE
DODAAC

FJ	Engines	FJ DoDAACs are issued to base engine organizations for the tracking, repair and/or production of engines. It is accountable for assets in other "FJ" accounts worldwide; SB&CR is not required
FK	Munitions (Non-CAS)	Accountable; subject to SB&CR
FL	Library	FL DoDAACs are assigned to Base Library locations. This type DoDAAC needs a TAC 3 (ADSN). Accountable; SB&CR is not required
FM	Medical	FM DoDAACs are assigned to Medical and AeroVac Hospitals. This type DoDAAC needs a TAC 3 (ADSN). Accountable; SB&CR is not required
FN	Specialty (Reportable)	FN DoDAACs are assigned only to activities having special equipment needs not supported by other base supply/equipment organizations. This type DoDAAC needs a TAC 3 (ADSN). Accountable; subject to SB&CR.
FP	Fuel	FP DoDAACs are assigned to units that require any type fuels for base consumption. If DESC is utilized, only a TAC 1 is required to identify the unit. This type DoDAAC needs a TAC 3 (ADSN). Accountable; SB&CR is not required
FR	Reclamation & Demilitarization	FR DoDAACs are assigned for the intrabase aggregation account for aircraft and weapon systems undergoing reclamation and demilitarization prior to transfer to the DRMO. This type DoDAAC needs a TAC 3 (ADSN). Accountable; SB&CR is not required.
FS	Centralized Clothing	FS DODAACs are assigned to Air National Guard or AF Reserve units for the Centralized Clothing Program which will by-pass the Base Supply system. Accountable; SB&CR is not required.
FT	Resale Food Services/Dining Facilities	FT DoDAACs are assigned and/or maintained at San Antonio for Resale Food Services/Dining Facilities. This is a Non-appropriated Funds type DoDAAC. This DoDAAC will NEVER have a TAC 3 (ADSN), but may have a separate Services billing address. Accountable; SB&CR is not required
FU	Computers (AIM)	FU accounts are used when computers are ordered through SBSS. They are to be processed through the base communications office for verification of secure processes. This type DoDAAC needs a TAC 3 (ADSN). Nonaccountable; SB&CR is not required.

DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAACREQUEST
DODAACCHANGE
DODAACDELETE
DODAACVALIDATE
DODAAC

FV	Munitions (CAS System)	Reserved for HQ AFMC aviation depot squadrons according to procedures in AFI 21-204, chapter 6. Accountable; SB&CR is not required.
FW	Weapons Supporting selected weapon systems	HQ AFMC materiel aggregation accounts for selected weapon systems. Accountable; subject to SB&CR.
FX	Miscellaneous (Non-Reportable)	Assigned only to activities having special equipment (e.g., non-standard/limited application), or classified missions precluding SB&CR, and not conducive for other DODAAC. Accountable; SB&CR is not required.
FY	Ship to ONLY Point	FY DoDAACs are assigned to geographically separated units where delivery would not be cost effective to the host/supporting base. The host/supporting base requisitioning DoDAAC MUST be included in the request. This DoDAAC will NEVER have a TAC 3(ADSN). Nonaccountable; SB&CR is not required
FZ		Reserved for future use.
JM	(NGA) National Geodesic and Intelligence Agency	Jm DoDAACs are assigned solely to requisition aeronautical, nautical and topographic maps, charts and related publications. All products are free so this DoDAAC will NEVER have a TAC 3(ADSN). Nonaccountable; SB&CR is not required.

DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



Type Address Code (TAC) 1: (Mailing Address):

Organization:

Office Symbol:

Street Address: (Includes RM/STE #)

Building Number:

City/Base Name:

State:

Zip Code (+4): - [ZIP + 4 LOOKUP](#)

Comm. Phone (NO DSN): - -

Type Address Code (TAC) 2: (Freight Address, If Different Than Mailing Address):

Is the Freight Address different than the Mailing Address?

YES NO

If YES please fill in the Freight Address Information below

Organization:

Office Symbol:

Street Address: (Includes RM/STE #)

Building Number:

City/Base Name:

State:

Zip Code (+4): - [ZIP + 4 LOOKUP](#)

Comm. Phone (NO DSN): - -



DODAAC

WEB MANAGEMENT SYSTEM

SEARCH DODAAC	↓	REQUEST DODAAC	↓	CHANGE DODAAC	↓	DELETE DODAAC	↓	VALIDATE DODAAC	↓
------------------	---	-------------------	---	------------------	---	------------------	---	--------------------	---

Type Address Code (TAC) 3: (Billing Address):

Accounting Disbursement Station Number (ADSN): --- OTHER --- ▼

(This number is provided by your finance office. It indicates which paying station pays your bills for example DFAS Dayton is 503000)

NEXT RESET



- : --- OTHER --- ▼
- 387700
 - 678900
 - 667100
 - 668800
 - 503000
 - 659900



SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



AIR FORCE CONUS DODAAC REQUEST FORM - STEP 2 OF 2

Please approve the request below

Type Address Code (TAC): 1 (Mailing Address):

Line 1: DODAAC
Line 2:
Line 3:
Line 4:

Type Address Code (TAC): 3 (Billing Address):

Line 1:
Line 2:
Line 3:
Line 4:

SUBMIT REQUEST



SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



AIR FORCE OCONUS DODAAC REQUEST FORM - STEP 1 OF 2

Type Address Code (TAC) 1: (Mailing Address):

Organization:

Office Symbol:

Unit:

Box Number:

APO/FPO/DPO: APO FPO DPO

AA, AE, AP:

Zip Code (+4): - [ZIP + 4 LOOKUP](#)

Type Address Code (TAC) 2: (Freight Address) IF PROPERTY WILL EXCEED 70 POUND PARCEL POST LIMIT

Organization:

Office Symbol:

Comm. Phone (NO DSN): 011

Street Address: (Includes RM/STE #)

Building Number:

City/Base and Providence:

Postal Code:

Country Code:

WPOD:

APOD:

DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAACREQUEST
DODAACCHANGE
DODAACDELETE
DODAACVALIDATE
DODAAC**Type Address Code (TAC) 1: (Mailing Address):**

Organization:
Office Symbol:
Unit:
Box Number:
APO/FPO/DPO: APO FPO DPO
AA, AE, AP:
Zip Code (+4): - [ZIP + 4 LOOKUP](#)

Type Address Code (TAC) 2: (Freight Address) IF PROPERTY WILL EXCEED 70 POUND PARCEL POST L

Organization:
Office Symbol:
Comm. Phone (NO DSN): 011
Street Address: (Includes RM/STE #)
Building Number:
City/Base and Providence:
Postal Code:
Country Code:
WPOD:
APOD:

NEXT

RESET



SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



Please approve / edit the request below

Type Address Code (TAC): 1 (Mailing Address):

Line 1: DODAAC

Line 2:

Line 3:

Line 4:

Type Address Code (TAC): 2 (Freight Address):*Required if different from mailing address

Line 1: DODAAC

Line 2:

Line 3:

Line 4:

Ctry Code: WPOD: APOD:

SUBMIT REQUEST



DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



Your DODAAC request has been received and sent for approval
Your Request Tracking Number is **30828680**, please record for future
reference.



SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



If the Major Command, SME or SP determine something is incorrect there is a list of comments to explain the reason to the customer.

REJECT COMMENTS

If you need to reject this DODAAC request, please choose a reason from the choices below and/or provide comments in the space provided

- YOU ARE NOT AUTHORIZED FOR THIS TYPE OF ACCOUNT
- YOUR NINE DIGIT ZIP CODE IS INCORRECT
- PLEASE PROVIDE THE COMMERCIAL PHONE NUMBER FOR THE PHYSICAL LOCATION OF THIS DODAAC
- PLEASE ABBREVIATE AS MUCH AS POSSIBLE--EX. 1ST FIGHTER WING SHOULD READ 1 FW
- PLEASE ABBREVIATE STREET DESIGNATIONS--STREET TO ST NORTHWEST TO NW ETC.
- PLEASE PROVIDE THE UNIT AND ORGANIZATION
- APOs DO NOT GO IN A TAC 2
- COMMERCIAL PHONE NUMBERS FOR OCONUS ACCOUNTS DO NOT GO IN THE TAC 1
- BUILDING OR ROOM NUMBERS DO NOT GO IN AN OCONUS TAC 1
- NOT A VALID JUSTIFICATION

[SEARCH
DODAAC](#)[REQUEST
DODAAC](#)[CHANGE
DODAAC](#)[DELETE
DODAAC](#)[VALIDATE
DODAAC](#)

DODAAC REQUEST

Please choose the type of DODAAC you are requesting:

AIR FORCE DODAAC

- [CONUS REQUEST](#) (Includes Canada)
- [OCONUS REQUEST](#) (Includes Alaska, Hawaii, Puerto Rico)

CONTRACTOR DODAAC (BEGINS WITH E)

YOU MUST BE A WARRANTED AIR FORCE CONTRACTING OFFICER (ACO, PCO or DCM) TO REQUEST A CONTRACTOR DODAAC.

BY ENTERING THIS SITE YOU CERTIFY YOU ARE A WARRANTED AIR FORCE CONTRACTING OFFICER AND HAVE NOT DELEGATED THIS REQUEST TO A SUBORDINATE. PLEASE NOTE: DELEGATING AUTHORITY TO REQUEST A CONTRACTOR DODAAC TO ANYONE NOT WARRANTED AS AN ACO/PCO/DCM CONSTITUTES A VIOLATION OF AFI 24-230 AND WILL REQUIRE THE SERVICE POINT TO IMMEDIATELY DELETE EITHER THE REQUEST OR THE DODAAC IF ONE IS ASSIGNED.

- 
- [CONUS CONTRACTOR REQUEST](#)
 - [CANADIAN CONTRACTOR REQUEST](#)
 - [OCONUS CONTRACTOR REQUEST](#) (Includes Alaska, Hawaii, Puerto Rico)

NOTICE TO ALL REQUESTERS

IF YOU NEED A SPECIFIC DODAAC NUMBER AND/OR RIC REINSTATED, PLEASE INDICATE THIS INFORMATION IN YOUR JUSTIFICATION ALONG WITH YOUR JUSTIFICATION TO ALLOW FOR A TIMELY RESPONSE TO YOUR REQUEST



DODAAC

WEB MANAGEMENT SYSTEM

SEARCH DODAAC	↓	REQUEST DODAAC	↓	CHANGE DODAAC	↓	DELETE DODAAC	↓	VALIDATE DODAAC	↓
------------------	---	-------------------	---	------------------	---	------------------	---	--------------------	---

CONTRACTOR DODAAC REQUEST FORM

ACO/PCO Office Symbol:

Name: (Must be a WARRANTED AIR FORCE ACO/PCO/DCM)

E-mail Address:

PHONE COMMERCIAL: () - -

PHONE DSN: -

FAX DSN/COMM:

Major Command: --- SELECT MAJCOM --- ▼

DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAACREQUEST
DODAACCHANGE
DODAACDELETE
DODAACVALIDATE
DODAAC

Type Address Code (TAC) 1: (Mailing Address):

Contractor's Name and Address where work is being performed (must include Zip+4):

Contractor's Name:

Commercial Phone:

 - -

(including area code where gov. assets will be received)

Street Address:

City

State

Zip - +4

--- STATE ---

 - **ZIP + 4 LOOKUP**

Type Address Code (TAC) 2: (The Freight Address must be different than the Mailing Address):

Is the Freight Address different than the Mailing Address?

YES NO

If YES please fill in the Freight Address Information below

Contractor's Name:

Commercial Phone:

 - -

(including area code where gov. assets will be received)

Street Address:

City

State

Zip

--- STATE ---





DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



Type Address Code (TAC) 3: (Where bills are to be sent, if different than TAC 1):

Contractor's Name:

Street Address:

City

State

--- STATE ---



Zip - +4

 -

[ZIP + 4 LOOKUP](#)

DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAACREQUEST
DODAACCHANGE
DODAACDELETE
DODAACVALIDATE
DODAAC

CAGE CODE:



JUSTIFICATION:



Shipping and/or Receiving Government Furnished Property (Provide any other notes below)



Other (If other provide notes below) Has this contractor previously been assigned an Air Force DODAAC for this location?

Will account require a Routing Identifier Code (RIC)?

DODAAC HELP - CAGE CODES

The CAGE Code is a five position code that identifies contractors doing business with the Federal Government, NATO member nations, and other foreign governments. The CAGE Code is used to support a variety of mechanized systems throughout the government and provides for a standardized method of identifying a given facility at a specific location. The code may be used for a Facility Clearance, a Pre-award survey, automated Bidders Lists, identification of Debarred Bidders, fast pay processes, etc.

The Defense Logistics Information Service (DLIS) is the lookup service of the Commercial and Government Entity (CAGE) Code system via the World Wide Web. DLIS is the only source for the assignment/maintenance of CAGE Codes.

DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAACREQUEST
DODAACCHANGE
DODAACDELETE
DODAACVALIDATE
DODAAC

CONTRACT NUMBER: PLEASE NOTE: YOUR CONTRACT NUMBER MUST START WITH 'F'.
IF THIS IS A JOINT SERVICES CONTRACT, PLEASE CLICK NEXT TO THE APPROPRIATE BLOCK AND THEN INDICATE THE CONTRACT NUMBER

 - - - **Air Force Contract Number**
 Joint Services Contract that includes Air Force
COMPLETION DATE

(DO NOT include any unexercised options, just the completion date of the basic contract with any exercised options):

MONTH YEAR

 JAN **FOR AUDITING PURPOSES THIS DATE DOES NOT INCLUDE ANY UN-EXERCISED OPTIONS**

PLEASE NOTE: IF YOUR CONTRACT COMPLETION DATE EXCEEDS TWO YEARS FROM TODAY'S DATE FOR GAO AUDITING PURPOSES YOU MUST CLICK THE BOX ABOVE, OTHERWISE THE TERMINATION DATE WILL ONLY REFLECT ONE YEAR

CONTRACT ADMINISTRATION OFFICE (CAO):CAO Name: Address: City: State: Zip: - CAO DODAAC: **TYPE CONTRACT:**

--- SELECT CONTRACT TYPE ---



SUBMIT REQUEST

RESET

[SEARCH
DODAAC](#)

[REQUEST
DODAAC](#)

[CHANGE
DODAAC](#)

[DELETE
DODAAC](#)

[VALIDATE
DODAAC](#)


DODAAC HELP - CONTRACT TYPE DEFINITIONS

EJ Type	EJ accounts are specific to contractors for engine, part and/or repair related activities.
EP Type	EP accounts are assigned when contractors require the use of government fuels to complete their contract
EY Type	EY applies to other than maintenance type contracts, for example, production, ICS, CLS, research and development, test, operations or service. PLEASE NOTE: THIS TYPE DODAAC MAY BE USED AS A SHIP TO ONLY, PLEASE INDICATE IN THE JUSTIFICATION THAT NO PROPERTY WILL BE REQUISITIONED.
EZ Type	EZ applies to a maintenance type contract (such as repair, overhaul, modification, and programmed depot maintenance (PDM).
EB Type	STORAGE WAREHOUSE - CONTRACTOR INVENTORY CONTROL POINT (C-ICP) and their Sub-contractors.
ED TYPE	REDISTRIBUTION ACTION / INTERNAL INVENTORY CONTROL POINT (C-ICP)

DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAACREQUEST
DODAACCHANGE
DODAACDELETE
DODAACVALIDATE
DODAAC

CONTRACT NUMBER: PLEASE NOTE: YOUR CONTRACT NUMBER MUST START WITH 'F'.
IF THIS IS A JOINT SERVICES CONTRACT, PLEASE CLICK NEXT TO THE APPROPRIATE BLOCK AND THEN INDICATE THE CONTRACT NUMBER

 - - - **Air Force Contract Number** **Joint Services Contract that includes Air Force**

COMPLETION DATE

(DO NOT include any unexercised options, just the completion date of the basic contract with any exercised options):

MONTH YEAR

JAN **FOR AUDITING PURPOSES THIS DATE DOES NOT INCLUDE ANY UN-EXERCISED OPTIONS**

PLEASE NOTE: IF YOUR CONTRACT COMPLETION DATE EXCEEDS TWO YEARS FROM TODAY'S DATE FOR GAO AUDITING PURPOSES YOU MUST CLICK THE BOX ABOVE, OTHERWISE THE TERMINATION DATE WILL ONLY REFLECT ONE YEAR

CONTRACT ADMINISTRATION OFFICE (CAO):

CAO Name: Address: City: State: Zip: - CAO DODAAC:

TYPE CONTRACT:

--- SELECT CONTRACT TYPE ---

SUBMIT REQUEST

RESET

Remove the Reset
Button



SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



OCONUS CONTRACTOR DODAAC REQUEST FORM

Type Address Code (TAC) 2: (The Freight Address must be different than the Mailing Address):

For overseas shipments the contractor company name is limited to 7 letters, please abbreviate or use acronyms to allow for passage through customs

Contractor's Name:

Comm. Phone:

011

Building Number:

Street Address:

City or Base/State or Province/Postal Code:

WPOD:

APOD:

SEARCH
DODAACREQUEST
DODAACCHANGE
DODAACDELETE
DODAACVALIDATE
DODAAC

CANADIAN CONTRACTOR REQUEST

Type Address Code (TAC) 1: (Mailing Address):

Contractor's Name and Address where work is being performed (must include Zip+4): 

Contractor's Name:

Commercial Phone:

 - - (including area code where gov. assets will be received)

Street Address:

City

Province

Postal Code

Type Address Code (TAC) 2: (The Freight Address must be different than the Mailing Address):

Is the Freight Address different than the Mailing Address?

YES NO

If YES please fill in the Freight Address Information below

Contractor's Name:

Commercial Phone:

 - - (including area code where gov. assets will be received)

Street Address:

City

Province

Postal Code



DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



Your DODAAC request has been received and sent for approval
Your Request Tracking Number is **30828681**, please record for future
reference.

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



DODAAC CHANGE

Please select the **COUNTRY** for the new change:

UNITED STATES 

Please input the **DODAAC** you want to change:

CONTINUE



DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



DODAAC DELETE

Please input the DODAAC you want to **delete**:

DODAAC:

YOU MUST BE A WARRANTED AIR FORCE ACO, PCO OR DCM REP TO delete a contractor DODAAC THAT BEGINS WITH THE LETTER "E"



DODAAC

WEB MANAGEMENT SYSTEM

- SEARCH
DODAAC
- REQUEST
DODAAC
- CHANGE
DODAAC
- DELETE
DODAAC
- VALIDATE
DODAAC



DODAAC VALIDATE

Please choose the type of DODAAC you are **validating**:

[AIR FORCE DODAAC VALIDATION](#)

[CONTRACTOR DODAAC VALIDATION](#)





DODAAC

WEB MANAGEMENT SYSTEM

SEARCH DODAAC	↓	REQUEST DODAAC	↓	CHANGE DODAAC	↓	DELETE DODAAC	↓	VALIDATE DODAAC	↓
------------------	---	-------------------	---	------------------	---	------------------	---	--------------------	---

AIR FORCE DODAAC VALIDATION

Please input the DODAAC you want to **validate**:

DODAAC: SEARCH

Next Screen

AIR FORCE DODAAC VALIDATION

DODAAC: FB2300

Type Address Code (TAC): 1

- Address Line 1:** FB2300 88 MSG LGRS
- Address Line 2:** BLDG 257 CP 937 257 2271
- Address Line 3:** 5236 CHASE ST
- Address Line 4:** WRIGHT PATTERSON AFB OH 45433-5306

POC INFORMATION:

Please enter your name and email address for this validation

Name: Email:

SUBMIT VALIDATION



DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



DODAAC VALIDATE

Please choose the type of DODAAC you are **validating**:

[AIR FORCE DODAAC VALIDATION](#)

[CONTRACTOR DODAAC VALIDATION](#)





DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



CONTRACTOR DODAAC VALIDATION - DODAACs THAT BEGINS WITH "E"

Please input the DODAAC you want to **validate**:

DODAAC:

BY ENTERING THIS SITE YOU CERTIFY YOU ARE A WARRANTED AIR FORCE CONTRACTING OFFICER AND HAVE NOT DELEGATED THIS REQUEST TO A SUBORDINATE. PLEASE NOTE: DELEGATING AUTHORITY TO VALIDATE A CONTRACTOR DODAAC TO ANYONE NOT WARRANTED AS AN ACO/PCO/DCM CONSTITUTES A VIOLATION OF AFI 24-230 AND WILL REQUIRE THE SERVICE POINT TO IMMEDIATELY DELETE EITHER THE REQUEST OR THE DODAAC IF ONE IS ASSIGNED.

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



CONTRACTOR DODAAC VALIDATION - DODAACS THAT BEGINS WITH "E"

DODAAC: EY8018 (PLEASE NOTE: IF THIS IS NOT THE CORRECT ADDRESS FOR THIS DODAAC GO TO THE CHANGE CONTRACTOR DODAAC REQUEST FIRST AND UPDATE IT)

Per the GAO Auditor Termination Dates **may not include** any unexercised options

ALL AIR FORCE CONTRACTS MUST BEGIN WITH AN "F"

Contract Number:

Termination Date: MONTH: YEAR:

Contract Number:

Termination Date: MONTH: YEAR:

Contract Number:

Termination Date: MONTH: YEAR:

Contract Number:

Termination Date: MONTH: YEAR:

Type Address Code (TAC): 1

Address Line 1: THE BOEING CO EY8018
 Address Line 2: PO BOX 3707 MC 8J 01
 Address Line 3: SEATTLE WA 98124-2207
 Address Line 4:

Type Address Code (TAC): 2

Address Line 1: THE BOEING CO EY8018
 Address Line 2: BLDG 18 62 CP 253 657 9719
 Address Line 3: 20403 68TH AVE S
 Address Line 4: KENT WA 98032

Current Contract Information

CONTRACT NUM	TERMINATION DATE
FA8611-08-C-2897	2010365
f19628-01-d-0016	2017273
f19628-01-d-0016	2017273

POC INFORMATION:

Please enter your name and email address for this validation

Name:

Email:

Do you need to ADD additional Contract Numbers to this DODAAC?



DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



Your DODAAC request has been received and sent for approval
Your Request Tracking Number is **30828682**, please record for future
reference.



DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



DODAAC CONTROL PANEL

LOGGED IN: CIV JUDITH OLDHAM

[LOGOUT](#)

[VIEW PENDING REQUESTS](#)

[TRACK RECENT REQUESTS](#)

[MANAGE ACCOUNT](#)

[WEBVLIPS](#)

[USER ADMIN](#)

[UPDATE HELP FILES](#)

[UPDATE MESSAGES](#)

[FORUM ADMIN](#)

[METRICS](#)

[CFIT](#)

PENDING DODAAC REQUESTS

VIEW	DODAAC	STATUS	DATE	REQ. EMAIL
------	--------	--------	------	------------

DODAAC

WEB MANAGEMENT SYSTEM

[SEARCH
DODAAC](#)

[REQUEST
DODAAC](#)

[CHANGE
DODAAC](#)

[DELETE
DODAAC](#)

[VALIDATE
DODAAC](#)


AIR FORCE DODAAC WEB MANAGEMENT SYSTEM

The Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive materiel. Using our new Web Based Management System you will be able to request a new DODAAC, change an existing DODAAC or delete a canceled DODAAC. The system will also provide the ability to complete the annual validation of all Air Force DODAACs through an automated system.



REQUEST TRACKER

Enter the **request tracking number** or the **requesting email address** to view the status of the request.

SUBMIT FEEDBACK

[Click here](#) to submit comments, generate a problem report or request a new system requirement. To request DODAAC adds, changes, or deletes, please use the buttons immediately following the "Search DODAAC" button above.

MESSAGE CENTER

25-JUL-11 DUE TO RECENT US Customs clearance issues WITH US PROPERTY BEING SHIPPED FROM OCONUS TO CONUS repair CONTRACTORS, HQ AIR FORCE requires a TAC 2 address with the first line to read: USAF Property CO (contractor).

19-JUL-10 ATTENTION CONTRACTING OFFICERS: Be advised, when your new contractor DoDAAC is established, there is a series of instructions depending on the type of contract involved. This information is included in the Approved by Service Point comment box. If you do not see this information, please let us know. See 01 Mar 10 Message.

29-JUN-10 IT IS AN AIR FORCE REGULATION THAT ONLY WARRANTED AF CONTRACTING OFFICERS MAY ADD, CHANGE OR DELETE AF CONTRACTOR DODAACs. PLEASE NOTE: THIS MAY NOT BE DELEGATED.

01-MAR-10 WHERE IS MY DODAAC REQUEST?? Check status in the Request Tracker (above). Enter your tracking number or your e-mail address to see the status.

[BUSINESS PARTNER NUMBER \(BPN\)
WEB MANAGEMENT SYSTEM](#)

DODAAC

WEB MANAGEMENT SYSTEM

SEARCH
DODAAC



REQUEST
DODAAC



CHANGE
DODAAC



DELETE
DODAAC



VALIDATE
DODAAC



CFIT

Customer Feedback & Information Tool



[Home](#)

[Advanced Search](#)

[Control Panel](#)

[User Login](#)

CUSTOMER FEEDBACK FORM

Use the following form to submit comments or suggestions for improvements, generate a problem report or request a new requirement.

CURRENT USER INFORMATION

Guest
USERID :: 0
USERName :: Anonymous
Office :: 0
Page :: index.cfm

First Name:

Last Name:

Office:

Base/Location:

Phone:

Email:

Subject:

Comments:

[SUBMIT REQUEST](#)